

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**

**JOB VACANCY POSTING**

**POSTING NUMBER:** HR-0046

**ISSUE DATE:** July 11, 2016

**TITLE:** Regulatory Officer 4

**CLOSING DATE:** July 25, 2016

**DIVISION/UNIT:** Division of Local Government Services/Local Finance Board

**LOCATION:** 101 South Broad Street  
Trenton, NJ 08625

**SALARY RANGE:** P26: \$64,677.09 - \$92,011.89

**POSITION(S):** 1

**DISTRIBUTION:** Statewide

**DESCRIPTION OF MAJOR DUTIES:**

**\*Regulatory Officer 4 to serve on an interim basis while the original incumbent is on leave from her permanent title**

Under supervision of a supervisory official or other designated official of the Division of Local Government Services/Local Finance Board, assists with respect to regulatory matters, formal and informal, both legislative and quasi-judicial in nature, including matters related directly to administrative procedure and policy matters considered by the agency; does related work as required.

Assists the supervisory official in activities with the Attorney General and members of the Department of Law and Public Safety. Participates in investigations conducted pursuant to the Local Government Ethics Law on behalf of the agency. Assists in the preparation of formal hearings conducted by the agency. Assists in the drafting, coordinating, and revision of opinions and orders that may be required to implement the statutory authority, powers, and duties imposed upon the agency.

Assists in the review of formal decisions, orders, and reports to ensure: 1) their compliance with appropriate laws as they affect the administrative and regulatory functions of the agency, and 2) that they conform to established agency policy and precedents. As assigned, advises the agency members and other supervisory officials in order to assure policy continuity and legal sufficiency insofar as all formal decisions are concerned.

Review Local Finance Board applications and prepare detailed staff reports concerning proposed financings submitted by various local government entities including municipalities, counties, and authorities to the Local Finance Board.

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited law school with a Juris Doctor (J.D.) Degree.

**EXPERIENCE:** One (1) year of experience in conducting legal research, analyzing and evaluating legal documents, rules, regulations, and/or legislation, or the review and analysis of regulatory matters in a government agency; or one (1) year of experience as an attorney.

**LICENSE:** Appointee must be eligible to practice as an Attorney-At-Law in the State of New Jersey.

Appointee must possess a current Certificate of Good Standing issued by the New Jersey Board of Bar Examiners, or other license to practice law issued by any State in the United States.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:**

Office of Human Resources  
New Jersey Department of Community Affairs  
HR#0046  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be e-mailed to: [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov)

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.